

DRAFT IMD User Manual

Appendix A

	IMD Field/Col Name	Description	Req?	Type	Size	Lkup?	Edit Criteria?			
	MSC	Reporting MSC/Center/Lab/FOA (acronym)	Y	A/N	*10	Y	Limited to entries in MSC table			
#	MSC Name	Reporting MSC/Center/Lab/FOA (name)								
	UIC	DA-assigned Unit Identification Code or derivative, which is specific to the MSC Headquarters, District, FOA, Center, Lab or Lab geographical location. Most entities have at least two UICs - one for its civil-funded positions and one for its military funded positions.	Y	A/N	6	Y	Limited to entries in UIC table			
#	UIC Type	Identifies UIC as M (Military) or C (Civil)								
	Para Number/PARNO	3-4 character code that uniquely identifies the Paragraph (organizational unit) within the MSC Headquarters, District, FOA, Center, Lab to which assigned. (In "Search" screens, when the user is prompted for a "PARNO," the "PARNO" is the first character of the Paragraph Number).	Y	A/N	3-4	Y	Limited to entries in Paragraph lookup table, which is maintained by user. If 3 pos, all are numeric (use 2 leading zeroes for Para's 1-9). If 4 pos, pos 1-3 are numeric, pos 4 must be alpha.			
#	Activity	MSC Headquarters/FOA/Center/District (acronym)								
**	Pers Line/PERLIN	Uniquely identifies the position within the Paragraph	Y	A/N	2-4		See ** below.			
	Para Title	Name of organization associated with the Paragraph Number		A/N	*30					
	Pos Title	Position Title	Y	A/N	*21					
	Empl Name	Employee Name		A/N	*20					
	Auth Grade/Rank	Civilian grade or military rank authorized by DA/MS	Y	A/N	2	Y	Limited to entries in lookup table			
	Actual Grade	Grade or rank to which incumbent is currently assigned	Y	A/N	2	Y	Limited to entries in lookup table			
	Occ Spec or Series	Civilian Occupational Series or Military Occupational Specialty Assigned to the Position	Y	A/N	5-6					
	ASI	Additional Skill Required for the Position - Uniformed Mil Only		A/N	5-6					
	Branch/Pay Plan	Identifies the military branch of service, the duty detail for non-commissioned officers, or the pay category of civilian positions	Y	A	2	Y	Limited to entries in lookup table			
	Identity Code	DA Code which identifies the type of personnel	Y	A	1	Y	Limited to entries in lookup table			
	AMSCO	9 character code DA (mil) or USACE (civ) developed code or which identifies the project from which the position is funded	Y	A/N	9	Y	Limited to entries in lookup table			
	SWCCD	3 position DA-developed code which identifies the functional activities performed by the organizational unit	Y	A	3	Y	Limited to entries in lookup table			
	MDEP	A DA term that identifies and delineates the resources that support a particular program	Y	A/N	4	Y	Limited to entries in lookup table			
	Req Str	The number of positions needed to accomplish the duties of the position	Y	N	1-4					
	Auth Str	The number of positions authorized by HQDA and allocated by USACE/MS Headquarters to accomplish the duties of the position	Y	N	1-4					
#	AMSCO Fund Type	Identifies funding source as M (Military) or C (Civil)								
#	AMSCO Name	Name assigned to funding source								
	Act Str	The number of positions currently filled	Y	N	1-4					
***	Pers Remark Code	Specific DA-developed remark codes which define the position as having unique status or characteristics (for mobilization or other special purposes)		A/N	*4	Y	Limited to entries in lookup table			

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#	TAA/CPC Subprocess	DA-assigned code which HQDA uses in its process of developing total Army force structure.								
	CA Funct Code	Code, similar to the SWC Code, which identifies the functional activities performed by the organizational unit	Y	A/N	*5	Y	Limited to entries in lookup table			
#	CARC	Code which identifies the status of the position for potential out-sourcing								
	SF52 #	Unique identifying number assigned to SF52 to track a personnel or recruitment action against the position		A/N	*7					
	SF52 NoA	Standard Form 52		A/N	*10					
	Fund Type	SF 52 - Designates source of position funding as civil (C) or military (M) - (if used, should equal AMSCO Fund Type)		A/N	1					
	Pos Tenure	Identifies position as permanent or temporary or special status, and work schedule as full-time or other.	Y	A	3	Y	Limited to entries in lookup table			
	Duty Station Code	SF52 - GSA or OPM location code assigned to the duty location.	Y	A/N	*9-11		Enter numbers only. Do not use dashes.			
	Duty Location	City or County, and State or Country in which position is located	Y	A/N	*20					
	Misc Rmk	Optional field for local use		A/N	*12					
	Appt Type	SF 52 - Civil Service Status of Position Incumbent		A/N	1					
	Step	Civilian pay step		A/N	2					
	Salary	Civilian Salary		\$	*10					
	Pay Basis	Indicates whether employee is paid on an hourly (PH), yearly (PA), or daily (PD) basis.		A/N	2					
	Org Code	CEFMS Organization Code	Y	A/N	*8					
***	Empl Rmk	Optional field for local use for personnel-related remarks		A/N	*10					
	SF52 Rmk	Optional field for local use for SF-52-related remarks		A/N	*8					
	Pos Rmk	Optional field for local use for position-related remarks		A/N	*20					
#	HQ Opt 1	Optional field for HQ use		A/N	*8					
#	HQ Opt 2	Optional field for HQ use		A/N	*8					
#	HQ Rmk	Optional field for HQ use		A/N	*20					

Headquarters-maintained element - does not appear in edit screens, but is available for querying.

* Upper Limit

**The PERLIN number must be at least two characters, but no more than three, in length. Positions 1 and 2 should always be numeric; a leading zero should be used for lines 1-9 (e.g., 01, 02, 03). If a third character is used, it may be alpha or numeric. An alpha character is generally used as a temporary device for maintaining the proper record order when changes have been made that affect the PERLIN numbers of other records in the Paragraph. Rules for ordering records within a paragraph are based on military, supervisory or executive status, pay schedule, rank, grade and occupational series. The order for some of the more common are: 1. Organization Supervisor, 2. Uniformed Military, 3. SES

*** In the event position requires 2 PRMK codes, enter the second in EMPL_REM field